DAILY MAIL LOG[1]

Court: _____   Date Payments Received:_____

				Column A =	Column B	+	Column C	
Case/Citation #	Case Name/Payer's Name	Payment Type	Check/MO Number	Amount(s) Received by Mail	Amount(s) Forwarded[2]	Payment Forwarded to:	Amount(s) Receipted on Computer	Computer Receipt No.
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
				$	$		$	
		TOTAL		$ =	$	+	$	

Prepared By: _____   **Reconciled By:**   _____

Witnessed By: _____

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[1]Mail payments are payments delivered to the court by the U.S. Postal Service and all other payments delivered to the court other than payments receipted at the payment window with the payer present. Such payments include payments retrieved from the Utah Department of Transportation Port of Entry and payments/checks delivered to the court by a third-party, e.g. bail checks from a county jail or bail warrants from the county treasurer.

[2]This column is for payments received but not receipted at the court and to be forwarded, e.g. the payments were mailed to the wrong court, or payments are to be returned to the payer. However, cash mail payments should not be forwarded because of the risk of loss. The cash should be deposited with the treasurer and a warrant issued so that the funds can be forwarded.